



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation for Approval of Street and Parking Lot Closures for the 2011 Scarecrow Festival

Presenter: Chief Lamkin
August 2011

Please check appropriate box:

☒

Government Operations (8/1/11)

Government Services

☐ Planning & Development

☐ City Council

☐ Public Hearing

Estimated Cost: Police: \$9,794.00
PW: \$12,089.00
Fire: \$2,112.00

Budgeted:

YES

☒ X

NO

If NO, please explain how item will be funded:

Executive Summary:

The 2011 Scarecrow Festival will be held on October 7-9, 2011. The event remains sponsored by the St. Charles Convention and Visitors Bureau, with the coordination being handled through Special Events Management from Chicago. Both have made application through the special events process and met with the city's special events committee. Attached are the requested day/dates for parking lot and street closures.

In addition they are requesting permission to use direction signage on the public parkway and use of sound amplification during the event. The Police Department requests authorization to modify the planned use area where it is operationally necessary.

Attachments: (please list)

List of City Property or Lots Needed for Vending Areas at Scarecrow
Street Closure Requests

Recommendation / Suggested Action (briefly explain):

The Police Department recommends approval of Street and Parking Lot Closures for the 2011 Scarecrow Festival

For office use only:

Agenda Item Number: 4a

Property being requested for Vending/Sponsor Areas – Scarecrow Fest 2011

1. Lincoln Park
2. 5th Street – from Cedar to Main
3. 4th Street – from Cedar to Main
4. Rt. 31 & Cedar Parking Lot (for Carnival)
5. VFW Lot
6. Old St. Charles Parking Lot
7. First Street Place and Grass Area adjacent to River
8. Grass Area across from Plaza & Parking Garage off First Street
9. Municipal Lot (north of building in between Police Station and Muni Building – off of Riverside)
NEW REQUEST IN 2011
10. Municipal Courtyard – off Main St. at Riverside
11. Commercial River Walk from Main Street to Pottawatomie Park
12. Pottawatomie Park

Street Closings, Parking Lot & Designated Handicapped Parking Requests
St. Charles Scarecrow Festival
October 7-9, 2011 (including set-up October 5 & 6, 2011)

Submitted: _____

Updated: _____

Street Closing, Temporary One-Way, Handicapped Parking Requests:

East of Fox River

1. Handicapped Parking: First Avenue on-street Parking west side designated Handicapped parking only: Friday, Saturday, and Sunday from 6am to 6pm.
2. Parking: First Avenue on-street parking east side (two spaces) along Armand's & Warehouse Antiques designated Handicap Parking: Friday 6 am to Sunday 6pm. (Signs need to be posted on Thursday).
3. The two, 30 minute parking spaces at 10 State Avenue in front of Door #1 designated as POLICE RELATED Business Parking only from Fri at 6am through Sun at 6pm.
4. Closure: 2nd Ave between State Ave and Cedar Ave from Fri at 6am to Sun 10pm.
5. No Parking on Cedar Ave between 1st Ave and 3rd Ave (Trolley Route and stops)
6. No Parking on State Ave between 1st Ave and #rs Ave (Trolley Route and Stops)

Parking Lot Closing Requests:

East of Fox River

1. Checkerboard lot (Municipal Center / Main & First Ave): Friday at 6am to Sunday at 10pm. (Children's activities)

Street Closing, Temporary One-Way, Handicapped Parking Requests:

West of Fox River

1. Closure: North Third St. between Cedar & State Streets from Thurs 5am to Sun 10pm
2. Closure: North Fourth St. between Main & Cedar Streets from Fri 6am to Sun 10pm
3. Closure: North Fifth St. between Main & Cedar Streets from Thurs 6am to Sun 10pm.
4. Loading zone only on North side of Cedar St. between 4th St and 5th St Fri 6am to Sun at 10pm.
5. Handicapped Parking: North Fifth St between Cedar and State Streets east side only handicapped parking: Fri at 6am to Sun at 6pm. (Signs need to be posted on Thursday.)
6. Handicapped Parking: North Fourth Street between Cedar and State Streets west side only from Friday at 6am to Sunday at 6pm. (Signs need to be posted on Thursday.
7. Handicapped Parking: East side of 3rd St. between Cedar St. and Rt. 64 Fri 6am to Sun 10pm.
8. 6th Street at State Street... temporary NO parking on N 6th Street east side near State Street to allow radius turn for trolley.

Parking Lot Closing Requests:

West of Fox River

1. River Plaza Parking lot "G" (west side of N. Second Street [Route 31] between Cedar and State Streets on Wed 6am to Sunday 10pm.

2. Windy City Carnival in this location.
3. VFW lot Thursday at 6am to Monday at 12pm.
4. Old St. Charles Court lot on north Third St., west side, between west Main and Cedar Streets, Friday at 5am to Sun at 10pm.
5. Municipal Lot (South portion of lot) adjacent to Municipal Building, Friday 5am to Sun at 10pm.

Additional Requests:

1. Grass area east side of 1st Street between Rt. 64 and Illinois for festival activities.
2. 1st Street Plaza.
3. Parking spaces on the south side of Cedar Street between Fourth and Fifth Streets to place dumpsters, toilets, and limited-time entertainment parking with permit. Thursday 6am to Sunday 10pm.
4. Permission to place toilets on grassy area at Municipal Center at northeast corner.
5. Permission to use land along the Freedom Walk from Main Street bridge north to Pottawatomie Park for vendors.
6. Permission to use walkway/courtyard to the south and west of the Municipal Center for children's activities and select vendors.
7. Permission to place tents on Fourth Street between Main and Cedar Streets, west side. (the East Side of Fourth Street will remain open for a Fire Lane).

Scarecrow Festival 2011: October 7-9 (open to public dates)

Lincoln Park tent set up (south side of park & gazebo) Thursday, October 6: 9am-10pm. As always, due consideration will be a priority for students of St. Patrick. Set up and Community night: Thursday, October 6: 9am-10pm.

Event Days:

Friday and Saturday October 7 and 8: 9am-10pm;
 Sunday, October 9: 9am – 6pm.

Two trolleys will run Friday, Saturday, and Sunday (Possible 3rd trolley Sat. and Sun)

Shuttles (school buses) will run Saturday and Sunday west of the river from Valley Shopping Center, Haines and Thompson Middle Schools to St. Patrick's Church.